



JOB DESCRIPTION

Title: **CIVIL ENGINEER I**
Department: Public Services/Engineering
Class Code: 3135
FLSA Status: Non-Exempt
Effective Date: March 6, 2007 (Rev. 06/2013)
Grade Number: 22

GENERAL PURPOSE

Under general supervision from the City Engineer, and direction of a Professional Engineer is responsible for engineering designs, technical specifications, plan and plat reviews, construction inspections, CAD and survey work on a variety of engineering related projects.

EXAMPLE OF DUTIES

- *-- Prepares designs for engineering projects in accordance with general engineering principles and Murray City Standards. Designs, prepares drawings, specifications, bidding documents, contracts, and cost estimates for road and storm drainage projects; conducts and coordinates design and construction surveying, provides construction staking. May work as part of a team on large engineering and construction projects.
- *-- Prepares reports of work accomplished and project status. Prepares project documents, monitors and complies with bidding procedures. Assists in the selection of engineering consultants.
- *-- Conducts construction inspections, reviews contractor pay requests, evaluates construction change orders. Assists in the oversight and management of ADA ramp, sidewalk, and curb and gutter replacement programs.
- *-- May serve as Murray City representative on joint projects or other agencies projects within City boundaries.
- *-- Assists with traffic studies to support compliance with state and local codes to support project design projections. Assist with neighborhood traffic calming and Traffic Safety Committee requests.
- *-- Assists and consults with other departments regarding engineering requirements on site development, transportation and storm drainage.

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- *-- Assists with Engineering Division review and approval of residential subdivisions, commercial developments and building permits review and issuance.
- Assists in issuing engineering permits; corresponds with developers, contractors, other governmental agencies and the public on development and public works construction projects.
- Answers technical questions and provides information to the public.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a bachelor's degree in civil engineering. Experience in construction inspection, surveying, engineering design, and drafting is desired.

Special Requirements

- Must have a valid Utah Drivers License; EIT certified; AutoCAD and ARCGIS experience is desired.

Necessary Knowledge, Skills and Abilities

- Working knowledge of civil engineering and design; working knowledge of public works construction and inspection; working knowledge of CAD systems.
- Skill in operating drafting and survey equipment.
- Ability to operate personal computer, plotters, and ability to instruct others in the operation and use of engineering software.
- Ability to establish and maintain effective working relationships with employees, other divisions, contractors, other agencies and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.
- Ability to read, interpret and produce maps, surveys, engineering drawings and graphics from engineering software; ability to use CAD, Spread Sheet, Pavement Management and GIS software.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets, and database and CAD software; engineering calculator, standard drafting tools; surveying equipment; traffic counting equipment; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in office and outdoor work is required in the inspection of various developments, construction sites and or public works projects and facilities. Hand-eye coordination is necessary to operate testing instruments, computers, survey equipment and various pieces of office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and in excavations or traffic and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment varies from quiet to loud.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.